

DEPARTMENT OF THE ARMY
U.S. ARMY DENTAL ACTIVITY
Fort Huachuca, Arizona 85613-7040

DENTAC Pamphlet
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Personnel--General
SOLDIERS READINESS PROCESSING

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1. HISTORY. This is the first printing of this publication.

2. PURPOSE. The purpose of this pamphlet is to establish guidance and procedures for the conduct of soldier readiness processing.

3. SCOPE. This pamphlet is applicable to all personnel under the operational control of the U.S. Army Dental Activity (USADENTAC), Fort Huachuca, Arizona.

4. REFERENCES.

a. AR 600-8-101, Personnel Processing.

b. AR 670-1, Wear and Appearance of Army Uniforms and Insignia.

5. RESPONSIBILITIES.

a. The DENTAC commander will initiate an SRP exercise upon notification from the Chief, MILPO.

b. The DENTAC SRP coordinator will perform all coordination required for a successful exercise.

c. Unit commanders are responsible to have their soldiers meet the following requirements for overseas service.

(1) To be deployable, a soldier must have a dental record, an identification panoramic radiograph on file, be in dental Class 1 or 2.

(2) Soldiers in dental fitness Class 3 who are receiving treatment for dental pain, trauma, oral infection, or follow-up care will not deploy until treatment is completed.

(3) Soldiers not meeting the above SRP dental requirements will not deploy unless authorized by the first general officer in the chain of command per AR 600-8-101, paras 5-4 and 5-2.

6. PROCEDURES. A soldier readiness processing team (SRPT) from the installation and community staff agencies accomplishes the "unit and individual annual" and "30 days prior to actual deployment" soldier readiness checks under the general leadership of the Chief, Military Personnel Division (MILPO). It is the responsibility of the Chief of MILPO to contact the DENTAC commander to initiate an SRP exercise when an activity of more than 25 soldiers are deploying.

a. Clinic Level Preparation:

(1) Upon receipt of rosters, DENTAC personnel will screen records for the date of their last exam. If they are in Class 4 or going to become Class 4 within the next 3 months, the records will be pulled for the SRP.

(2) The DENTAC SRP coordinator will contact the chief of the outprocessing section to prepare the dental section area for the scheduled exercise.

(3) The DENTAC SRP coordinator will determine the following and make the necessary arrangements in DENTAC provider appointment books:

(a) Number of soldiers to be processed.

(b) Rosters of soldiers, which include name, rank, social security number, unit, and sex.

(c) Time constraints.

(d) Area of deployment, if applicable.

b. Deployment SRP:

(1) For weekend deployments, MILPO will contact the Dental Officer on Duty, who will then notify the DENTAC commander.

(2) Prior to the SRP, DENTAC will request a roster of the deploying soldiers with their rank, complete name, and social security number.

(3) When less than 25 soldiers are slated for deployment, MILPO may request SRP support at Runion Dental Clinic without calling an official SRP exercise.

(4) Routine patient care will be rescheduled to ensure sufficient resources are available to treat non-deployable personnel to deployable status.

(5) DENTAC Team NCOs should periodically contact supported units to discuss the importance for soldiers to receive pre-deployment treatment.

(6) Dental staff will review each record to identify personnel who will require a dental examination. Personnel reviewing the records must ensure proper attention is paid to records in the following categories:

(a) Personnel, who will enter Class 4 status within 3 months, will receive a screening exam at the SRP site to determine their dental status.

(b) Personnel identified as needing oral surgery will be sent to the oral surgeon for treatment upon diagnosis.

(c) Personnel with active orthodontic bands must have an orthodontic evaluation.

(d) Personnel identified as being in Class 3 status will be treated immediately at the clinic to make them deployable.

(e) Personnel with incomplete dental records will receive time to make complete dental records to include appropriate x-rays.

(f) Personnel in a Class 1 or 2 status require only the signature of the person in charge of the dental station to signify all requirements have been met by the individual soldier being processed.

c. Quarterly SRP.

(1) MILPO establishes date for the quarterly SRPs. Beforehand, the DENTAC SRP coordinator will determine the dental personnel required to support the exercise. If more than 50 soldiers are going to be processed, two doctors are required.

(2) Personnel identified as class 3 will be referred to their respective primary care team to make an appointment, and at this time, the dental officer will emphasize the importance of keeping this appointment. Failure to keep the appointment puts them in a non-deployable status.

d. Reservist SRP. In peacetime, active component units or agencies that have Individual Ready Reserve (IRR), Active Guard/Reserve (AGR), or Individual Mobilization Augmentee (IMA) soldiers assigned or attached are responsible for their movement processing. Reserve component soldiers identified for CONUS training will be processed within 72 hours of arrival at their respective CONUS duty stations. RC soldiers identified for outside continental United States (OCONUS) training will complete movement requirements prior to OCONUS deployment.

e. Equipment/Supplies Required Checklist.

(1) Equipment: Dental Chairs -- 3; Portable Lights--3.

(2) Forms:
DA Form 3444-6
SF 603
SF 603A
DA Form 5570

(3) Basic exam packs with mouth mirror, explorer, periodontal probe, and 2x2 gauze.

(4) Miscellaneous supplies:

Doctors' rubber name stamps
Clinic rubber stamps
Pencils and pens
Electrical extension cords
Exam gloves
Unit roster

The proponent agency of this publication is the Office of the Commander. Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, U.S. Army Dental Activity, ATTN: DSBJ-CDR, Fort Huachuca, AZ 85613-7040.

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Commanding

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